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DCI/IC 74-0410

2 July 1974

MEMORANDUM FOR: D/DCI/IC

SUBJECT : FY 1975 KIQ/KEP Process

1. I thought it would be useful to jot down my understanding of our conversation today regarding how we are going to proceed with the KIQ/KEP process. We agreed, I believe, to the following.

2. The KIQ's themselves will be broad in nature. For each KIQ the NIO's will prepare a brief narrative "baseline report". This will include a statement of who has agreed to produce and who has agreed to collect against the KIQ. Hopefully it will also include some indication of the collectors considered most likely to provide valuable information.

3. At the end of the performance period, the NIO's will again prepare a narrative "performance report". This report will include judgments as to how well the KIQ has been answered, and how the various elements of the community performed against that KIQ. In terms of resource evaluation, we will attempt to use the CIRIS data base to provide some insight into the costs of the effort against the KIQ's, and we will try to build a generalized matrix of the kind the Director has said he wants. This will necessarily be fuzzy and, while we can probably do it, we may not believe it ourselves and others are even less likely to believe it.

4. With regard to the sub-KIQ's, which will be drafted by the NIO's and IC Staff, the full KEP process as currently designed with two modifications will be applied. Those modifications are the elimination of the need for an assessment of

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what we know about the sub-KIQ in the baseline report and the dropping of the requirement for an estimate of probability of collection--the hi/lo in Section C. If a sub-KIQ is specific enough, we may not need deficiencies; however, the fewer deficiencies we have the less data we will have and, therefore, the less meaningful resource analysis we will have. Where the sub-KIQ requires further breakdown in order to evaluate performance and link resources, specific deficiencies will be identified. There will be no arbitrary limit to the number of deficiencies in those cases.

5. We also discussed and agreed that the sub-KIQ's must address only one subject and be written as specifically as possible.

6. I would appreciate your approval to distribute this memo among the staff. I also think it would be useful to provide the Director a copy.



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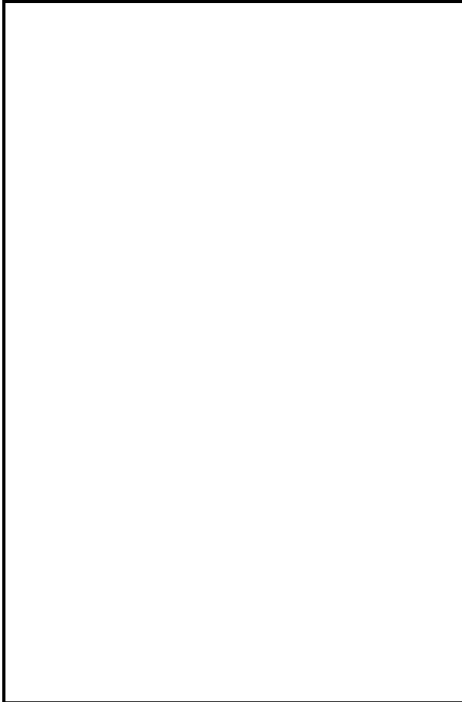
2 July 1974

Daniel O. Graham

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Executive Order 159

74-077/11/A

6 JUN 1974

Admiral Thomas H. Moorer, USN  
Chairman, Joint Chiefs of Staff  
Washington, D.C. 20301

Dear Tom:

Thank you for your memorandum of 9 May. We are refining the KIQ/KEP process as it evolves and working to sharpen the focus on the priority intelligence interests of consumers as well as hold down the number of questions.

It is not my intention that the KIQ/KEP process should impact adversely on departmental intelligence interests. The reverse should be the case. I believe we have seen in the Yom Kippur war how departmental assets supported national needs and national assets supported departmental needs. I would hope that the intelligence priorities reflected in the KIQs would provide focus to both these complementary processes. Using KIQs as a management tool should thus be beneficial to both national and departmental efforts, even though, of course, they do not cover all requirements, either national or departmental.

As you perceive, the question of user satisfaction is integral to the whole KIQs evaluation process. It is my plan to have the NICs deal with all senior departmental, as well as national, entities in their work and provide the first cut at evaluation of performance against the KIQs. Their report will be provided to the USIB for review and subsequently to the NSCIC.

I very much appreciate the attention you have given to the KIQ/KEP process. Like you, I am confident we will be able to develop it into a useful and meaningful management tool for the community.

Sincerely,

/s/ Bill

W. M. Colby

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DCI/IC: [redacted] 5 Jun 74

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# EXECUTIVE SECRETARIAT Routing Slip

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Executive Secretary

*13 MAY*